



**PLANNING COMMISSION
REGULAR MEETING AGENDA**

November 17, 2016

7:00 p.m.

- 1) **Call to Order** – Chairman Theresa Stein
- 2) **Pledge of Allegiance**
- 3) **Agenda Amendments** (Planning Commission and Staff)
- 4) **Commissioner Disclosures**
- 5) **Public Hearings**
 - a) None Scheduled
- 6) **Presentations**
 - a) None Scheduled
- 7) **Discussion Items**
 - a) SUP16-03 – Mary’s House of Hope (Transitional Housing)
 - b) SUP16-04 – Makersmiths (Public or Government Building, Facility, or Use Not Otherwise Defined)
 - c) Prioritization of Projects
- 8) **Action Items**
 - a) None Scheduled

Note: Any Discussion Item may be added as an Action Item during the meeting by motion of the Planning Commission.
- 9) **Information Items**
 - a) Status of Priority Work Items
- 10) **Citizen Comments** – All citizens who wish to speak about an item or issue that is not listed for a public hearing will be given an opportunity to speak (3 minute limit per speaker).
- 11) **Council Representative’s Report**
- 12) **Chairman’s Comments**
- 13) **Planning Commissioners’ Comments**
- 14) **Approval of Minutes**
 - a) November 3, 2016 Regular Meeting
 - b) November 3, 2016 Work Session
- 15) **Officer Elections**
- 16) **Adjournment**

If you require any type of reasonable accommodation as a result of physical, sensory or mental disability in order to participate in this meeting OR if you would like an expanded copy of this agenda, please contact Tucker Keller at (540) 338-2304 at least three days in advance of the meeting. Expanded copies of the agenda may not be available the night of the meeting, please request a copy in advance.

USE OF ELECTRONIC DEVICES DURING MEETINGS For the comfort and consideration of others, all cellular phones must be turned off and cannot be used in the Council Chambers. Pagers must be set on silent or vibrate mode. This is requested because of potential interference with our recording devices and the transmittal of our hearing impaired broadcast.



STAFF REPORT
PUBLIC HEARING ITEM

Item # 7a

SUBJECT: SUP16-03 – Mary’s House of Hope (Transitional Housing)

DATE OF MEETING: November 17, 2016

STAFF CONTACT: Daniel Galindo, AICP – Senior Planner

Application Information		
Applicant Vickie Koth The Good Shepherd Alliance, Inc. 20684 Ashburn Road Ashburn, VA 20147	Property Owner Town of Purcellville 221 South Nursery Avenue Purcellville, VA 20132	Designer/Engineer N/A
Submission Date October 6, 2016	Planning Commission Public Hearing Date November 3, 2016	Town Council Public Hearing Date November 3, 2016

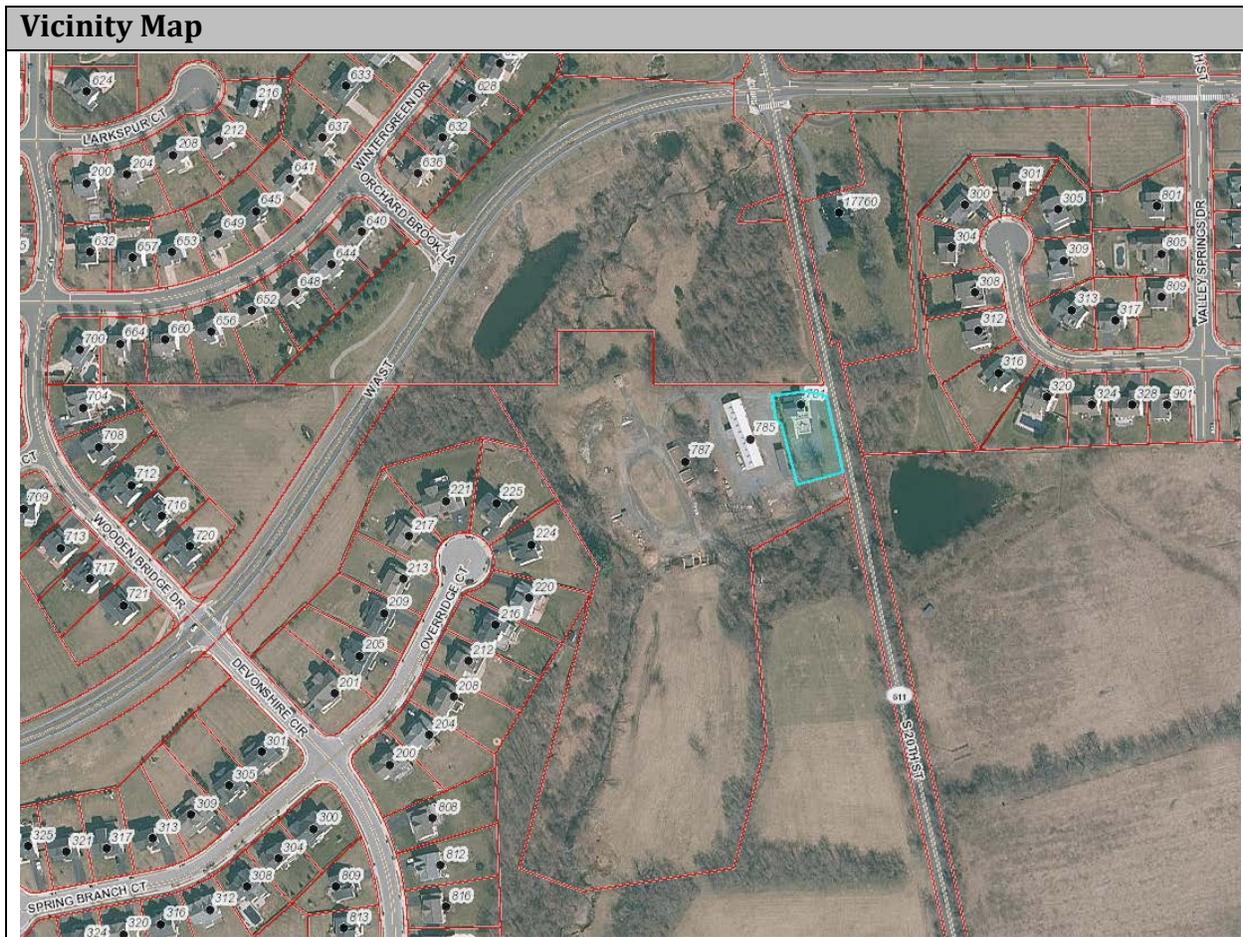
Property Information				
PIN	Tax Map	Address	Current Zoning	Acres
489-38-4477-000	/44//43/////A/	781 South 20th Street	R-2	0.3471

Special Use Requested
SUP16-03
Transitional Housing

SUMMARY and RECOMMENDATIONS:

The Town of Purcellville and The Good Shepherd Alliance, Inc. have initiated an application, coded as SUP16-03 (Attachments 1 & 2), to authorize the special use of “transitional housing” on a Town-owned, 0.3471 acre parcel (displayed on Attachments 3 & 4) addressed as 781 South 20th Street, Purcellville, Virginia (the “Property”). The Property has a zoning district designation of R-2 (Single-Family Residential), and currently contains a building that was originally a single-family detached dwelling but is now occupied by Mary’s House of Hope, a facility that is operated by The Good Shepherd Alliance to provide transitional housing to single mothers. No additional development is currently proposed for the Property. A public hearing on SUP16-04 was held before the Planning Commission on November 3, 2016. In

the time since the hearing, the Town has received review comments from all referral agencies to which the SUP16-03 application was sent, and no concerns were expressed. Town Staff recommends approval of SUP16-03.



BACKGROUND:

Property Description

Special use permit application SUP16-03 involves a Town-owned, 0.3471 acre parcel addressed as 781 South 20th Street, Purcellville, Virginia (the "Property") and further identified in the Loudoun County land records as Tax Map Number /44//43/////A/ and Parcel Identification Number 489-38-4477-000. The Property, located southwest of the intersection of A Street and South 20th Street, is bounded to the east by the South 20th Street right-of-way and on the south, west and north by property owned by the Town of Purcellville which is subject to the SUP16-04 application. The Property has a planned land use

designation of “Residential – 2 Dwelling Units Per Acre” and a zoning district designation of R-2 (Single-Family Residential).

SUP16-03 Description

The SUP16-03 application consists of the following documents:

1. A Completed Special Use Permit Application Form;
2. A Statement of Justification (including the Written Statement describing the proposed use);
3. A Special Use Permit Concept Plan;
4. An Aerial Image of the Property; and
5. A Traffic Impact Analysis Waiver Letter from the Director of Public Works.

SUP16-03 seeks authorization for the special use of “transitional housing” on the Property. The transitional housing use is defined by the *Zoning Ordinance for the Town of Purcellville, Virginia* as “a residential facility managed by a government or nonprofit agency which provides temporary accommodations to women, with or without children, for a period of up to two years, and which also may provide meals, counseling, and other appropriate program activities designed to facilitate independent living.” The Property currently contains a building that was originally a single-family detached dwelling but is now occupied by Mary’s House of Hope which has provided transitional housing to single mothers and their children for the past nine years. No additional development or change in use is currently proposed by SUP16-03. The Good Shepherd Alliance plans to continue to use the Property for transitional housing, and approval of SUP16-03 would bring the existing use in to compliance with the Town’s Zoning Ordinance.

Previous Action on Related Applications

In order to prepare the Property for sale, the Town took the following actions earlier this year:

1. RZ15-01, approved via Ordinance 16-04-05 on April 12, 2016, rezoned the Property from IP, Institutional and Public Use District to R-2, Single-Family Residential District;
2. CPA15-02, approved via Ordinance 16-04-05 on April 12, 2016, amended the comprehensive plan to designate the Property with a planned land use of Residential – 2 Dwelling Units Per Acre; and
3. OA15-04, approved via Ordinance 16-04-06 on April 12, 2016, amended the Zoning Ordinance to:
 - o add transitional housing as a use listed in the Use Table and allow transitional housing as a use allowed by special use permit in the R-2 zoning district (i.e. shown as “SUP” in the Use Table);

- add standards for the transitional housing use; and
- add a definition for the transitional housing use.

The Town initiated these three applications in preparation for the possible sale of the Property to The Good Shepherd Alliance—the non-profit which operates Mary’s House of Hope—and because the rezoning to R-2 allows the building on the Property to revert to its historic use as a single-family detached dwelling at a future time, if necessary. However, as noted above, no additional development or change in use is currently proposed.

ANALYSIS:

There are certain relevant factors that should be considered for any special use permit application. Article 8, Section 1.2 of the Zoning Ordinance of the Town of Purcellville, Virginia states:

A special use permit should be approved only if it is listed as allowed by special use permit in the district regulations and only if it is found that the location is appropriate and not in conflict with the comprehensive plan, that the public health, safety, morals, and general welfare will not be adversely affected, that adequate utilities and off-street parking facilities, if applicable, will be provided, and that necessary safeguards will be provided for the protection of surrounding property, persons, and neighborhood values, and further provided that the additional standards of this article are complied with.

The requested use is listed in Article 4, Section 1.1 of the Zoning Ordinance as a use allowed by special use permit in the R-2 zoning district while the remaining factors to be considered are addressed in the applicant’s Statement of Justification. Article 4, Section 1.2 of the Zoning Ordinance also requires transitional housing to “have a maximum occupancy of three adults and six children, excluding any resident staff persons” as well as be located “at least 250 feet from any existing residential dwelling.” Mary’s House of Hope complies with both standards.

Since being submitted, the SUP16-03 application was distributed for review by the Town and external review agencies, and the Town has received review comments from all referral agencies to which the SUP16-03 application was sent. No concerns were expressed. Town Staff agrees with the contents of application. Overall, the requested special use complies with the comprehensive plan and satisfies the other issues listed for consideration in the Zoning Ordinance as demonstrated during its nine years in operation on the site. The necessary utilities are already in place on the site, and there should be no adverse impact to

water quality or air quality. After reviewing SUP16-03, the Director of Public Works waived the requirement for a Traffic Impact Analysis, as permitted by Article 8, Section 1.4.C.6 of the Zoning Ordinance, in a letter dated October 5, 2016 (Attachment 5). The letter stated that vehicle traffic associated with Mary's House of Hope will "not generate additional significant vehicle trips during peak hours." Finally, as noted in the Background section above, approval of SUP16-03 would also bring Mary's House of Hope in to compliance with the Town's Zoning Ordinance.

FINDINGS:

1. The proposed use is allowed in the R-2 district by special use permit (Zoning Ordinance – Article 4, Section 1.1).
2. The proposed use complies with all applicable use standards (Zoning Ordinance – Article 4, Section 1.2).
3. The application complies with Article 8, Section 1 (Special Use Permit) of the Zoning Ordinance.
4. The proposed use advances the goals and strategies established in the *Purcellville, Virginia 2025 Comprehensive Plan*.

MOTIONS:

Motions to Schedule Item for Action

Add as Action Item – RECOMMENDED BY STAFF

I move that the Planning Commission amend the November 17, 2016 agenda to add SUP16-03 as an action item.

-OR-

Defer Action

I move that the Planning Commission move SUP16-03 to its meeting on December 1, 2016, for discussion and possible action.

Motions to Make a Recommendation to Town Council

Approval (as presented) – RECOMMENDED BY STAFF

For the reasons stated in the staff report dated November 17, 2016, I move that the Purcellville Planning Commission forward to Town Council, with a recommendation to approve, SUP16-03 allowing transitional housing to be located at 781 South 20th Street as

shown on the concept plan submitted with the application entitled "Concept Plan, 781 S. 20th Street, Purcellville, VA," dated October 4, 2016.

Conditional Approval

For the reasons stated in the staff report dated November 17, 2016, I move that the Purcellville Planning Commission forward to Town Council, with a recommendation to approve, SUP16-03 allowing transitional housing to be located at 781 South 20th Street with the following condition(s):

1. The use shall be developed as shown on the concept plan submitted with the application entitled "Concept Plan, 781 S. 20th Street, Purcellville, VA," dated October 4, 2016.
- 2.
- 3.

Disapproval

I move that the Purcellville Planning Commission forward to Town Council, with a recommendation to disapprove for the following reasons, SUP16-03 allowing transitional housing to be located at 781 South 20th Street:

- 1.
- 2.
- 3.

ATTACHMENTS:

1. SUP16-03 Application
2. SUP16-03 Written Statement and Statement of Justification
3. SUP16-03 Concept Plan
4. SUP16-03 Aerial Image of the Property
5. SUP16-03 Traffic Impact Analysis Waiver Letter

These materials and others pertaining to SUP16-03 can be found at:

<http://purcellvilleva.gov/DocumentCenter/Index/256>



Department of Community Development
221 S. Nursery Avenue, Purcellville, VA 20132
(540) 338-2304 Fax (540) 338-7460

Special Use Permit Application

SUP# 16-03

This application must be filled out in its entirety. An incomplete application form will result in rejection of the application prior to checklist review. Do not write in shaded areas.

A special use permit is requested for Transitional Housing
as per Article 4 Section 1 Subsection 1.1

General Project Information:

- 1. Project Title: Mary's House of Hope
2. Location of Property: 781 South 20th Street, Purcellville
3. Property Owner: Town of Purcellville
4. Owner Address: 221 South Nursery Avenue, Purcellville
5. Owner Telephone: 540-338-7421 Fax: 540-338-6205 Email rlohr@purcellvilleva.gov
6. Applicant/Agent: Vickie Koth, Executive Director, The Good Shepherd Alliance
7. Agent Address: 20684 Ashburn Road, Ashburn, VA 20147
8. Agent Telephone: 703-887-5775 Fax: Email vkoth@goodshepherdalliance.org
9. Designer/Engineer: N/A
10. Designer Address:
11. Designer Telephone: Fax: Email

Correspondence to be sent to: X Owner; X Agent; Designer; Other:

- 12. Total Acreage of Parcel: .3471
13. Acreage to be Developed: N/A
14. Property Identification #(s): 489384477000
15. LC Tax Map #(s): /44//43/////A/
16. Current Zoning: R-2 Single Family Residential

Special Use Permit Application
The Good Shepherd Alliance – Mary’s House of Hope
781 South 20th Street, Purcellville, VA

Current Property Owner: Town of Purcellville

Tax Map: /44//43/////A/

Parcel ID: 489-38-4477

Written Statement:

The Town of Purcellville and The Good Shepherd Alliance are requesting a Special Use Permit as part of the proposed sale of the property for the purpose of continued use of the dwelling as a transitional home for the safe refuge of at risk single mothers and their children.

The Town originally acquired this property as part of a larger parcel in 1973. The dwelling was used as a single family tenant home until May 2005. At that time, The Good Shepherd Alliance entered into a lease with the Town and completed significant renovations to the old tenant house. Since 2007, the home has been utilized to provide shelter, counseling and support to homeless single mothers and their children. This program has assisted many women and children transition from homelessness to a stable living situation. With this support and assistance, the occupants have also been able to develop and maintain stability in employment as well as parenting skills.

The maximum occupancy of the home never exceeds 3 mothers with their children (under the age of 13) and 1 adult home monitor. The prospective tenants are screened and criminal background checks are completed. This is a 24-hour operation.

The Good Shepherd Alliance has maintained the property in an exemplary manner, caring for and preserving the house and property which they have improved by the addition of a paved parking area and playground. They have also been an excellent community partner and neighbor. The Town has never received any complaints from surrounding property owners.

The property was rezoned by the Town from IP to R-2 (single-family residential) to allow for residential use. In order to continue use as transitional housing, and as part of the sale of this property to The Good Shepherd Alliance, the Town is seeking a Special Use Permit.

The continued use in the capacity stated above, is consistent with a residential district and compatible with general residential surroundings.

Statement of Justification:

- 1) *Whether the proposed application is consistent with the comprehensive plan. & 2) Whether the proposed special use at the specified location will contribute to or promote the welfare and convenience of the public.*

While the comprehensive plan is intended to provide a framework for the management of growth, public needs and quality of life, it also speaks to small town character and sense of place. The Good Shepherd Alliance made a financial and community commitment over 11

years ago to refurbish an otherwise dilapidated structure so that they could provide shelter and support to women and children in need. This type of aid and assistance is critical to society and our community. While affluence in Loudoun County abounds, there are so many in our greater community in need.

- 3) *Whether the proposed use is compatible with other existing or proposed uses in the neighborhood, and adjacent parcels.*

The adjacent parcels are primarily public use and residential. The proposed continued use is residential in nature and is compatible with other uses in this neighborhood.

- 4) *Whether the level and impact of any noise or odor emanating from the site, including that generated by the proposed special use, negatively impacts the uses in the immediate area.*

Over the last 9 years of the use as transitional housing, there has not been any noise or odor associated with the site that would differ from that of any other residential property atmosphere in the community.

- 5) *Whether the proposed special use will result in the preservation or damage of any existing habitats, vegetation, topographic or physical, natural, scenic, archeological, or historical feature of significant importance.*

There are no features of significant importance on the site, and no changes are proposed for the site as part of this application.

- 6) *Whether the proposed special use will impact existing water quality or air quality.*

No impacts are expected that would differ from that of any other residential property atmosphere in the community.

- 7) *Whether the traffic generated by the proposed use will be adequately and safely served by roads, pedestrian connections, and other transportation services.*

There has been no change in the associated vehicle traffic over the last 9 years of use nor is it expected to increase. The existing roads safely and effectively serve this use. Unfortunately, at this time, there are no pedestrian connections or other mass transit services available at the site although they are in close proximity to the north of the property.

- 8) *Whether the proposed use will negatively impact orderly and safe road development and transportation in accordance with the comprehensive plan and all relevant transportation and corridor plans.*

There should be no negative impacts.

- 9) *Whether the proposed use will be served adequately by essential public facilities and services.*

Existing facilities and services have been and will continue to be more than adequate.

- 10) *Whether, in the case of existing structures to be converted to uses requiring a special use permit, the existing structures can be converted in such a way that retains the character of the neighborhood in which the existing structures are located, especially when an application seeks to convert a building of historic significance.*

There will be no change to the structure.

11) *Whether the proposed special use contributes to the economic development needs of the town.*
Not applicable to this use.

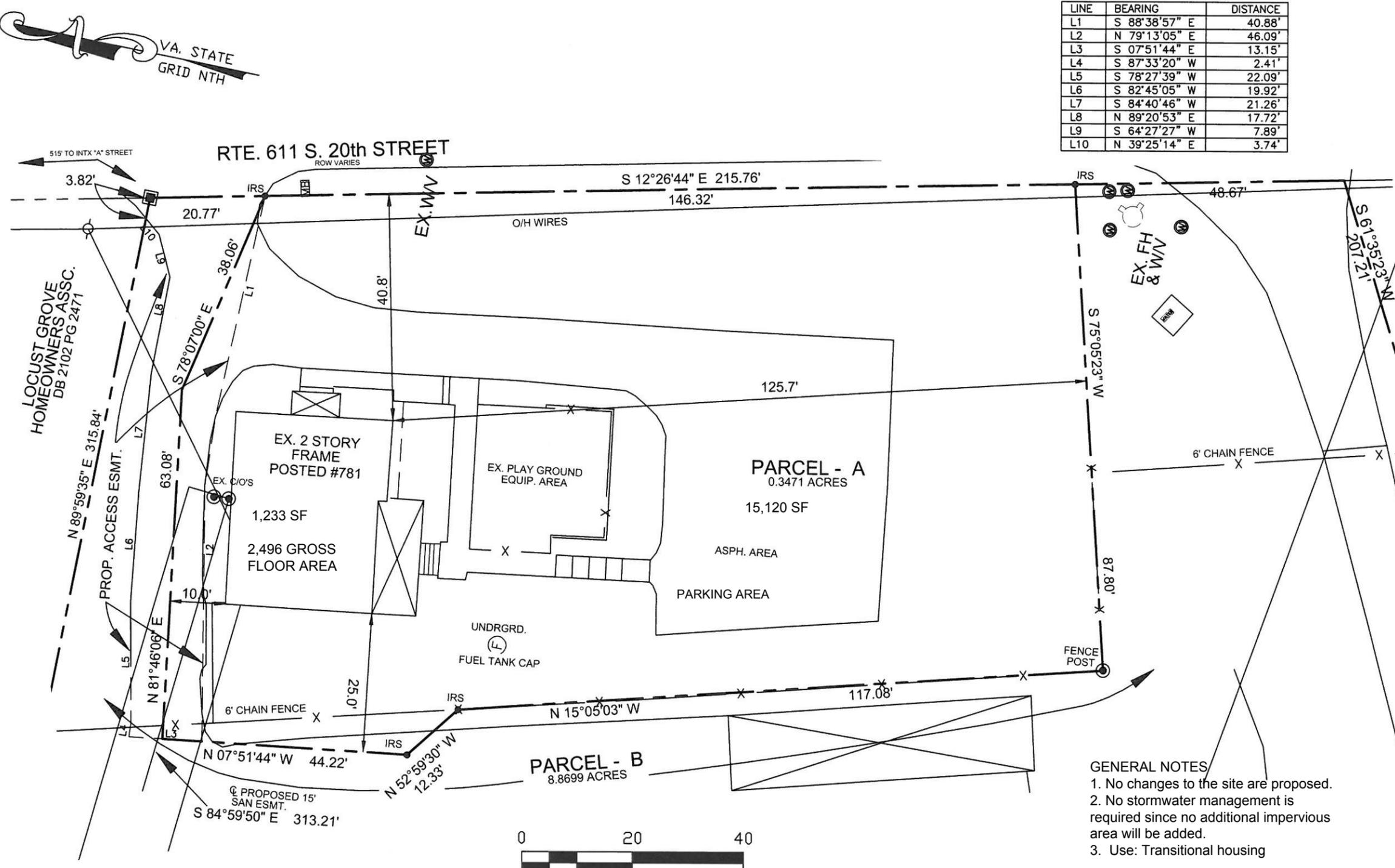
12) *Whether adequate on and off site infrastructure is available.*
All infrastructure is adequate.

13) *Whether the proposed special use illustrates sufficient measure to mitigate the impact of construction traffic on existing neighborhoods and schools.*
Not applicable since there will be no construction.

CONCEPT PLAN
 781 S. 20th STREET
 Purcellville, VA
 October 4, 2016

ACCESS ESMT TABLE

LINE	BEARING	DISTANCE
L1	S 88°38'57" E	40.88'
L2	N 79°13'05" E	46.09'
L3	S 07°51'44" E	13.15'
L4	S 87°33'20" W	2.41'
L5	S 78°27'39" W	22.09'
L6	S 82°45'05" W	19.92'
L7	S 84°40'46" W	21.26'
L8	N 89°20'53" E	17.72'
L9	S 64°27'27" W	7.89'
L10	N 39°25'14" E	3.74'



- GENERAL NOTES
1. No changes to the site are proposed.
 2. No stormwater management is required since no additional impervious area will be added.
 3. Use: Transitional housing

781 South 20th Street



Town Manager
Robert W. Lohr, Jr.

Assistant Town Manager
Daniel C. Davis

221 S. Nursery Avenue
Purcellville, VA 20132
(540) 338-7421
www.purcellvilleva.gov



Town Attorney
Sally G. Hankins

Chief of Police
Cynthia A. McAlister

Department Directors
Elizabeth Krens, Finance
Alex Vanegas, Public Works
Patrick Sullivan, Community Development
Shannon Bohince, Information Technology
Hooper McCann, Administration

October 5, 2016

Patrick Sullivan, AICP.
Director of Community Development
Town of Purcellville
221 S. Nursery Avenue
Purcellville, VA. 20132

RE: SUP Applications for Mary's House of Hope

Mr. Sullivan,

Staff has reviewed the information regarding the proposed Special Use Permit (SUP) Application for Mary's House of Hope with respect to potential traffic impacts to S. 20th Street. Based on the facts provided, I do hereby waive the traffic impact analysis (TIA) requirement for this SUP. This decision is grounded in the following observations. First, this facility has been in operation for the last 9 years as a dwelling unit for the sole purpose of providing safe refuge for single mothers and children and in accordance with the lease agreement whereby the maximum occupancy of the home never exceeds 3 mothers and 1 adult home monitor. Second, the associated vehicle traffic has not changed over the last 9 years and is expected to continue to be compatible with a single family dwelling thereby not generating additional significant vehicle trips during peak hours. Please let me know if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Alex Vanegas". The signature is stylized and includes a long, sweeping underline that extends to the right.

Alex Vanegas, CPM
Director of Public Works

cc: Robert W. Lohr, Jr. Town Manager
Sally Hankins, Town Attorney



STAFF REPORT
DISCUSSION ITEM

Item # 7b

SUBJECT: SUP16-04 – Makersmiths (Public or Government Building, Facility, or Use Not Otherwise Defined)

DATE OF MEETING: November 17, 2016

STAFF CONTACT: Daniel Galindo, AICP – Senior Planner

Application Information		
Applicant Thomas Hill 17256 Pickwick Drive Purcellville, VA 20132	Property Owner Town of Purcellville 221 South Nursery Avenue Purcellville, VA 20132	Designer/Engineer N/A
Submission Date October 7, 2016	Planning Commission Public Hearing Date November 3, 2016	Town Council Public Hearing Date November 3, 2016

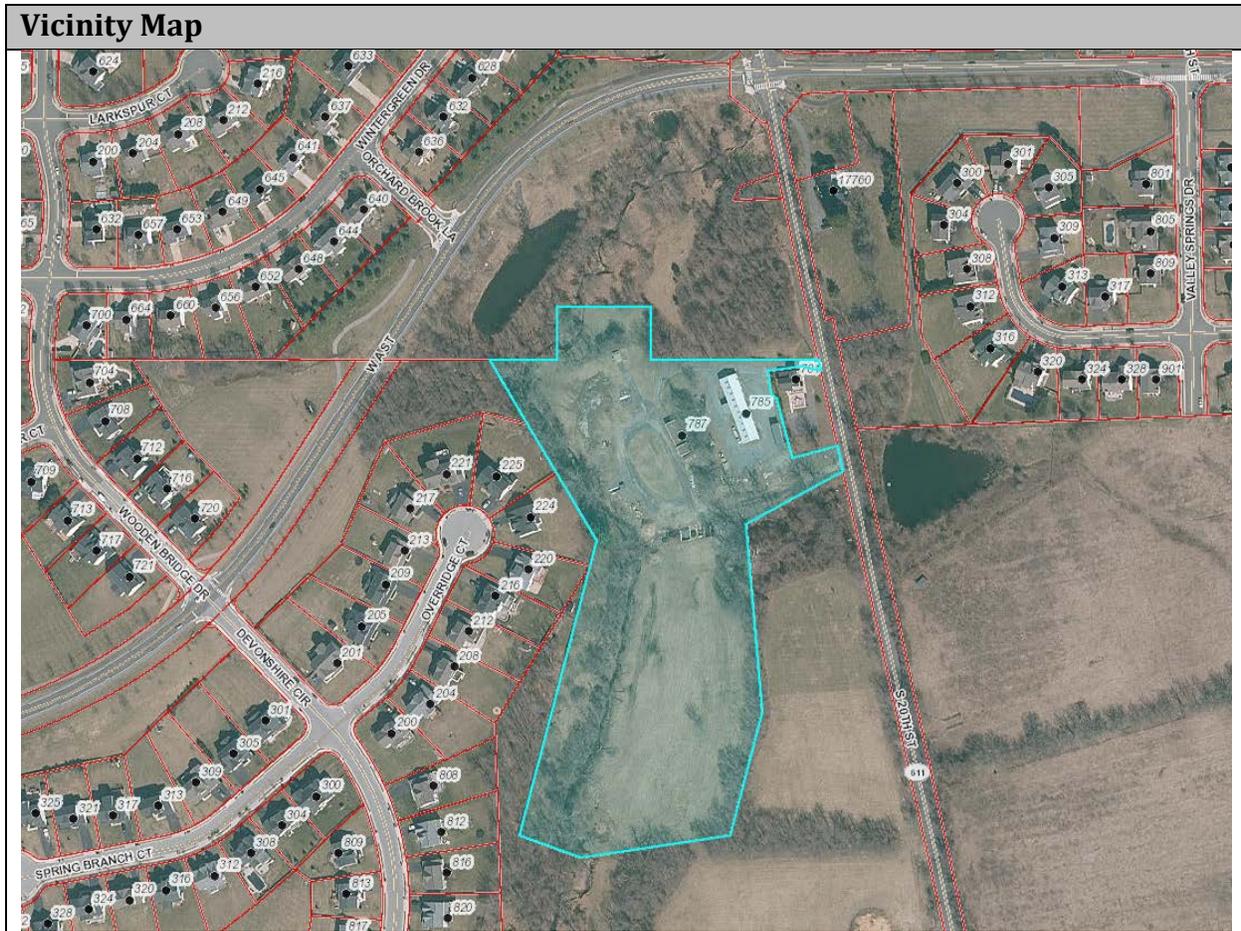
Property Information				
PIN	Tax Map	Address	Current Zoning	Acres
489-28-1645-000	/44//43/////B/	785 & 787 South 20th Street	IP	8.8699

Special Use Requested
SUP16-04
Public or Government Building, Facility, or Use Not Otherwise Defined (for a “makerspace”)

SUMMARY and RECOMMENDATIONS:

The Town of Purcellville and Thomas Hill (on behalf of Makersmiths Inc.) have initiated an application, coded as SUP16-04 (Attachments 1 & 2), to authorize the special use of “public or government building, facility, or use not otherwise defined” on a Town-owned, 8.8699 acre parcel (displayed on Attachment 3) addressed as 785 South 20th Street and 787 South 20th Street, Purcellville, Virginia (the “Property”). The Property has a zoning district designation of IP (Institutional and Public Use), and contains buildings and structures previously used by the Town for vehicle storage and water treatment. These existing facilities and surrounding outdoor area would be repurposed by Makersmiths Inc. to conduct “makerspace” activities; no additional development is currently proposed for the Property.

A public hearing on SUP16-04 was held before the Planning Commission on November 3, 2016. Town Staff recommends conditional approval of SUP16-04.



BACKGROUND:

Property Description

Special use permit application SUP16-04 involves a Town-owned, 8.8699 acre parcel addressed as 785 South 20th Street and 787 South 20th Street, Purcellville, Virginia (the “Property”), located southwest of the intersection of A Street and South 20th Street, and further identified in the Loudoun County land records as Tax Map Number /44//43/////B/ and Parcel Identification Number 489-28-1645-000. The Property is bounded to the east by the South 20th Street right-of-way and the 781 South 20th Street property which is subject to the SUP16-03 application, on the south by property owned by the Town of Purcellville, on the west by property owned by the Town of Purcellville as well as residential lots and an open space parcel owned by the Hirst Farm Homeowners Association, and on the north by an open space parcel owned by the Locust Grove Homeowners Association. The Property

has a zoning district designation of IP (Institutional and Public Use) and three planned land use designations. A rectangular projection on the north of the Property is designated “Private Open Space,” the remainder of the northern half of the Property (i.e. the area where structures are present that is generally wider from west to east than the southern portion of the Property) is designated “Institutional/Government,” and the remainder of the southern half of the Property (i.e. the area where no structures are present that is generally narrower from west to east than the northern portion of the Property) is designated “Public Open Space.”

SUP16-04 Description

The SUP16-04 application consists of the following documents:

1. A Completed Special Use Permit Application Form;
2. A Statement of Justification (including the Written Statement describing the proposed use);
3. A Special Use Permit Concept Plan; and
4. A Traffic Impact Analysis Waiver Letter from the Director of Public Works.

SUP16-04 seeks authorization for the special use of “public or government building, facility, or use not otherwise defined” on the Property. This use is defined by the *Zoning Ordinance for the Town of Purcellville, Virginia* as “any facility owned or operated by a public utility or an agency of local, regional, state or federal government and not otherwise defined within this article.” The Property currently contains buildings and structures previously used by the Town for vehicle storage and water treatment, and approval of SUP16-04 would specifically allow Makersmiths Inc. to conduct “makerspace” activities on the Property by repurposing these existing facilities and the surrounding outdoor area. No additional development is currently proposed for the Property.

A “makerspace” is a workshop that allows members of the community to work with and learn about old and new technologies where a wide range of activities may occur. Possible “makerspace” activities on the Property may include but are not limited to: woodworking, metalworking, electronics and robotics fabrication, classroom instruction, computer coding, 3-D printing, and crafting.

Previous Consideration

At the Town Council meeting on January 12, 2016, Mayor Fraser first discussed a proposal submitted by Makersmiths to use the Town’s former maintenance facility at the Property for a makerspace, and Patrick Scannell of Makersmiths gave a presentation to Council about the proposal at its February 9, 2016 meeting. In the spring, Makersmiths submitted a Letter of

Intent with a lease proposal for the Property, and at its April 12, 2016 meeting, Town Council directed Town Staff to move forward with the proposal including beginning the necessary zoning process and the process to enter into a lease arrangement with Makersmiths. Council also agreed with the Town Manager's suggestion that the Planning Commission be consulted and asked to recommend the best option to pursue that would allow Makersmiths to operate in compliance with the Town's Zoning Ordinance.

At the Planning Commission's meeting on May 5, 2016, the Commission considered the zoning issues presented by Makersmiths. The staff report noted that the various functions of a makerspace were not clearly encapsulated by any existing use allowed by the Zoning Ordinance (with one possible exception). For the Commission's consideration, the staff report included four primary options for further action that would allow Makersmiths to operate in compliance with the Zoning Ordinance at the proposed location of the former Maintenance Building:

1. Rezone the Property to CM-1, Local Service Industrial or M-1, Limited Industrial;
2. Amend the text of the Zoning Ordinance to allow a newly created use in the IP district that would be defined broadly enough to fit a makerspace but narrowly enough to avoid any use that would be a significant departure from the public and institutional uses allowed in the district (in conjunction with standards for the new use, if needed);
3. Rezone the Property to another zoning district in conjunction with a text amendment that would allow a makerspace in that district; or
4. Submit a special use permit application utilizing the "public or government building, facility, or use not otherwise defined" land use allowed in the IP zoning district by special use permit.

Staff recommended the second option and specifically recommended creating a new land use (and accompanying definition) that would be allowed in the IP district by special use permit. This option would have resulted in the creation of a long-term solution. Instead, the Planning Commission recommended the fourth option which has resulted in the submission of SUP16-04. The downside of this option is that it only results in a short-term fix because the use is only valid on a publicly-owned property. If Makersmiths or some other private or non-profit entity were to buy the property in the future, the Makerspace would become a nonconforming use that could not be expanded.

ANALYSIS:

There are certain relevant factors that should be considered for any special use permit application. Article 8, Section 1.2 of the Zoning Ordinance of the Town of Purcellville, Virginia states:

A special use permit should be approved only if it is listed as allowed by special use permit in the district regulations and only if it is found that the location is appropriate and not in conflict with the comprehensive plan, that the public health, safety, morals, and general welfare will not be adversely affected, that adequate utilities and off-street parking facilities, if applicable, will be provided, and that necessary safeguards will be provided for the protection of surrounding property, persons, and neighborhood values, and further provided that the additional standards of this article are complied with.

The requested use is listed in Article 4, Section 1.1 of the Zoning Ordinance as a use allowed by special use permit in the IP zoning district while the remaining factors to be considered are addressed in the applicant's Statement of Justification.

Since being submitted, the SUP16-04 application was distributed for review by the Town and external review agencies. The Town has received review comments from all referral agencies to which the SUP16-04 application was sent, and no concerns were expressed. Town Staff largely agrees with the contents of application. Overall, the requested special use complies with the comprehensive plan and generally satisfies the other issues listed for consideration in the Zoning Ordinance. The necessary utilities are already in place on the site, and there should be no adverse impact to water quality or air quality. After reviewing SUP16-04, the Director of Public Works waived the requirement for a Traffic Impact Analysis, as permitted by Article 8, Section 1.4.C.6 of the Zoning Ordinance, in a letter dated October 5, 2016 (Attachment 4). The letter stated that "it does not appear that the facility will generate significant peak hour trips" which he calculated at a total of 20 or less.

In response to the public comments received during the hearing and the Planning Commission's discussion of SUP16-04, Town Staff met jointly with representatives for Makersmiths and The Good Shepherd Alliance (operator of Mary's House of Hope on an adjacent property to the east). The results of this meeting are contained in the memorandum from the Assistant Town Manager attached to this report (Attachment 5). Based on all of this input, Staff recommends a number of conditions to ensure that the use is well adjusted to the environment of its location. (See Staff's recommended motion in the MOTIONS section of this report).

In addition, there is another issue for the Planning Commission to consider which may warrant an additional condition. During the Planning Commission's discussion of SUP16-04 on November 3rd, a question was raised about whether events would be accessory to the SUP or require a separate approval. The following are defined as an "event" under the Town's Events Ordinance ([Chapter 6 of the Town Code](#)): "(i) festival, (ii) carnival or circus, (iii) concert for which a ticket is needed or a donation is encouraged, (iv) parade, (v) performance, (vi) tournament, as hereinafter defined, (vii) race on public streets, (viii) neighborhood block party on a public street, (ix) demonstration, or (x) sale of goods, as hereinafter defined." Anything falling into these categories would have to comply with the approval process found in the Events Ordinance; however, it is likely that Makersmiths could hold a special function that would not be governed by the Events Ordinance. If the Planning Commission has any concerns about such non-"event" functions, these should be discussed at the meeting and potentially addressed by one or more conditions in addition to those recommended by Staff.

FINDINGS:

1. The proposed use is allowed in the IP district by special use permit (Zoning Ordinance – Article 4, Section 1.1).
2. The application complies with Article 8, Section 1 (Special Use Permit) of the Zoning Ordinance.
3. The proposed use advances the goals and strategies established in the *Purcellville, Virginia 2025 Comprehensive Plan*.

MOTIONS:

Motions to Schedule Item for Action

Add as Action Item

I move that the Planning Commission amend the November 17, 2016 agenda to add SUP16-04 as an action item.

-OR-

Defer Action

I move that the Planning Commission move SUP16-04 to its meeting on December 1, 2016, for discussion and possible action.

Motions to Make a Recommendation to Town Council

Conditional Approval – RECOMMENDED BY STAFF

For the reasons stated in the staff report dated November 17, 2016, I move that the Purcellville Planning Commission forward to Town Council, with a recommendation to approve, SUP16-04 allowing a “makerspace” as a “public or government building, facility, or use not otherwise defined” to be located at 785 and 787 South 20th Street with the following conditions:

1. The makerspace shall be developed as shown on the concept plan submitted with the application entitled “Concept Plan, 785 S. 20th Street, Purcellville, VA,” dated October 4, 2016. Other non-makerspace uses of the property by the Town are not subject to the conditions of this special use permit.
2. The southern driveway shall serve as the primary ingress/egress point for the makerspace. The makerspace may only utilize the northern driveway for occasional deliveries between 9:00 a.m. and 6:00 p.m. or during periods of inclement weather when authorized by the Town Manager. Prior to any use of the northern driveway for the makerspace, the operators of the makerspace must give advance notice to the owners of the adjoining property to the east currently addressed as 781 South 20th Street, Purcellville, Virginia. The adjoining property is further identified in the Loudoun County land records as Tax Map Number /44//43/////A/ and Parcel Identification Number 489-38-4477-000.
3. In addition to compliance with the Town’s noise ordinance, as it may be amended, the makerspace shall emit no noise above 60 decibels between the hours of 10:00 p.m. and 8:00 a.m. as measured at the property line of the adjoining property to the east identified in the second condition.
4. Screening shall be constructed between the building identified as the “Old maintenance shop” on the Concept Plan and the building on the adjoining property to the east identified in the second condition. Such screening, which may be located on either property, shall consist of vegetative and/or architectural components which create a definite visual separation between the two properties.
5. Between the hours of 9:00 p.m. and 8:00 a.m., there shall be no outside activity or congregation of people within the parking area on the east side of the building identified as the “Old maintenance shop” on the Concept Plan.
6. As required by the Declaration of Restrictive Covenants recorded in the Loudoun County land records as Instrument 20071219-0087614, the groundwater beneath the remediation area identified on the Concept Plan shall not be used for any purpose other than environmental monitoring and testing.

As required by the Declaration of Restrictive Covenants recorded in the Loudoun County land records as Instrument 20071219-0087614, the remediation area identified on the

Concept Plan shall not be used for residential purposes, children's daycare facilities, schools or playground purposes.

Approval (as presented)

For the reasons stated in the staff report dated November 17, 2016, I move that the Purcellville Planning Commission forward to Town Council, with a recommendation to approve, SUP16-04 allowing a "makerspace" as a "public or government building, facility, or use not otherwise defined" to be located at 785 and 787 South 20th Street as shown on the concept plan submitted with the application entitled "Concept Plan, 785 S. 20th Street, Purcellville, VA," dated October 4, 2016.

Disapproval

I move that the Purcellville Planning Commission forward to Town Council, with a recommendation to disapprove for the following reasons, SUP16-04 allowing a "makerspace" as a "public or government building, facility, or use not otherwise defined" to be located at 785 and 787 South 20th Street:

- 1.
- 2.
- 3.

ATTACHMENTS:

1. SUP16-04 Application
2. SUP16-04 Written Statement and Statement of Justification
3. SUP16-04 Concept Plan
4. SUP16-04 Traffic Impact Analysis Waiver Letter
5. November 15, 2016 Memorandum from the Assistant Town Manager Regarding the Meeting Between Mary's House of Hope and Makersmiths
6. Preliminary Diagram of Use Areas for Makersmiths Lease

These materials and others pertaining to SUP16-04 can be found at:

<http://purcellvilleva.gov/DocumentCenter/Index/257>



Department of Community Development
221 S. Nursery Avenue, Purcellville, VA 20132
(540) 338-2304 Fax (540) 338-7460

Special Use Permit Application

SUP# 16-04

This application must be filled out in its entirety. An incomplete application form will result in rejection of the application prior to checklist review. Do not write in shaded areas.

A special use permit is requested for Public or government building, facility, or use not otherwise defined as per Article 4 Section 1 Subsection 1.1.

General Project Information:

- 1. Project Title: Makersmiths - Purcellville
2. Location of Property: 785 & 787 South 20th Street, Purcellville
3. Property Owner: Town of Purcellville
4. Owner Address: 221 South Nursery Avenue, Purcellville
5. Owner Telephone: 540-338-7421 Fax: 540-338-6205 Email rlohr@purcellvilleva.gov
6. Applicant/Agent: Thomas Hill
7. Agent Address: 17256 Pickwick Dr., Purcellville, VA 20132
8. Agent Telephone: 301-928-0728 Fax: Email hillkid@earthlink.net
9. Designer/Engineer: N/A
10. Designer Address:
11. Designer Telephone: Fax: Email

Correspondence to be sent to: X Owner; X Agent; Designer; Other:

- 12. Total Acreage of Parcel: 8.87
13. Acreage to be Developed: N/A
14. Property Identification #(s): 489281645000
15. LC Tax Map #(s): /44//43/////B/
16. Current Zoning: IP - Industrial and Public Use

- 17. Current Use(s): Public Use
- 18. Adjoining Property Uses(s): Public Use & Residential
- 19. Adjoining Property ID #s & owners: Please attach with a separate sheet provided below.
- 20. Related Applications: N/A
- 21. Pre-submission Meeting Date (if any) _____

Additional Submission Requirements:

- A Statement of Justification and Explanation.* Applicant must file a statement in support of their request in accordance with the requirements of Article 8, Section 1.4.D of the Purcellville Zoning Ordinance. This statement should address all issues for consideration located within that section. In a separate statement, the proposal should be explained/outlined including details such as hours of operation.
- A Concept Plan for the Property.* The Concept Plan does not need to be engineered; however; it must be sufficiently detailed to be judged for its superiority to other forms of development. See Article 8, Section 1.4.C for the requirements on the concept plan. If a concept plan is not applicable, please indicate with "n/a."
- Traffic Study.* A traffic study is required for special use permits, unless waived by the Director of Public Works. The waiver or the traffic study must be provided at the time of submission. (Waiver requested)
- Payment of Fee.* The fee for a special use permit application must be paid at the time of submission. FEES ARE NON-REFUNDABLE. N/A

Property Owner:

I have read this completed application, understand its intent and freely consent to its filing. The information provided is accurate and completed to the best of my knowledge and capabilities. I understand that the Town may deny, approve, or conditionally approve that for which I am applying. Furthermore, I grant permission to the Town or authorized government agents to enter the property and make such investigations or inspections and tests they deem necessary. I also understand that someone must be present at all public meetings to represent my application, and if no one is present, the item will be tabled to the next available meeting.

Robert W. Lohr, Jr. October 7, 2016
 Owner's Signature Robert W. Lohr, Jr., Town Manager Date

Required Materials (as applicable, completed by Town Staff):

For all special use permit applications:

Application (2 copies) Concept Plan (12 folded Copies) Required Fees(s)

Completed Checklist Statements of Justification & Explanation Traffic Study or waiver of study

Application Complete _____ Fee \$ _____ Paid _____ Planning Initials _____

Taxes Paid _____ Finance Initials _____

Project Manager Assigned _____

File Number _____ Approved On: _____ Valid Until: _____

Ordinance/Resolution Number(s): _____



Introduction/Written Statement

Makersmiths is proposing to lease the buildings and share use of the surrounding fenced land formerly used by the Town of Purcellville for vehicle storage and water treatment at 785 and 787 S. 20th St. Makersmiths is a non-profit organization operating maker spaces in Western Loudoun County. Maker spaces are community workshops that allow members of the community to work with and learn about new and old technologies. By locating a maker space on this Town-owned property, we believe it qualifies as a “public or government building, facility, or use not otherwise defined” which is allowed by special use permit within the IP (Institutional and Public Use) zoning district. The maker space would be open 24 hours a day, but there would be required quiet hours from the time of 10 PM – 8 AM.

There are several hundred makerspaces around the country, and the activity in each is a reflection of the needs and interests of the community in which it operates. Generally, there are some common kinds of activities you might see in a makerspace, and we anticipate these activities in our Purcellville location:

- Wood working shop (e.g. table saw, band saw, sanders, routers, planers, drill press, hand and portable power tools, etc.)
- Metal working shop (e.g. metal lathe, metal bandsaw, metal milling machines, metal bending, and some welding [consistent with activities performed in a muffler shop, for example])
- Craft area: (cutting of fabrics, paper, gluing, painting, plant potting, pumpkin carving, etc.)
- Classroom
- Electronics lab: circuit testers, breadboards, modular electronics devices like Arduino/Little Bits, some minor soldering
- Electronics and robotics fabrication: building robots, drones, FIRST robotics platforms, science fair projects, etc.
- CAD/Coding laboratories: computer labs
- 3D printing/computer lab: Multiple computers, connected to 3D printers
- CNC mill/router: Computers hooked up to 3D computer controlled router
- Laser cutters: easy to use tools that cut materials into various shapes

In addition to these common areas, we anticipate working with local residents, artists and entrepreneurs on other types of making that reflect the passions and interests of Purcellville.



This could include:

- Expanded art resources, such as a ceramic studio, painting, glass blowing
- A focus on agricultural innovation, with projects aimed at prototyping new ways to harness technological innovation to improve crops and produce from the area. Examples of this might be wirelessly enabling honey production and bee research, the use of drones to monitor fields, harnessing DIYBio activities to improve understanding of the biological sciences, developing technologies to keep pests away from crops, and using electronics or just plain best practices to yield better garden results. (Any plantings, if they occur on site, will occur using soil from off-site, in raised beds)

Issues for Consideration

1. *Whether the proposed application is consistent with the comprehensive plan.*

We seek to enhance community character and the environment by rehabilitating the proposed property, while building opportunities for citizens to learn, make and inspire. The community, tools, and innovation incubated in this facilities will develop an environment where public/private organizations and citizens forge economic partnerships, which create incentives for tech-based, and innovative businesses to locate in Purcellville and brand the town as a tech-incubator with a “home town” feel.

2. *Whether the proposed special use at the specified location will contribute to or promote the welfare and convenience of the public.*

A maker space at the proposed location will give area residents (including current and future Town of Purcellville residents, as well as people who come from outside of Purcellville) opportunities to learn about new things that can become life skills or business opportunities. This supports the community’s educational assets, economic development and diversification, and other quality of life attributes. They may do this by taking part in a variety of Makersmiths programming, from free events to paid workshops, or by becoming regular members and users of the space.



Makersmiths – Purcellville
Town of Purcellville
Special Use Permit
Statement of Justification
September 28, 2016

3. *Whether the proposed use is compatible with other existing or proposed uses in the neighborhood, and adjacent parcels.*

Many surrounding parcels are zoned residential, including one quite close to the main gate entrance to the proposed property. As a new use for this property, Makersmiths is aware of its responsibility for being a good neighbor and plans to invoke practices such as quiet hours as required. Makersmiths and the Town of Purcellville have received favorable endorsements from the closest neighbors, indicating their support for and interest in using the Makersmiths makerspace.

4. *Whether the level and impact of any noise or odor emanating from the site, including that generated by the proposed special use, negatively impacts the uses in the immediate area.*

Makersmiths believes there will be only occasional daytime noise emanating from the site, and no odors emanating from the site

These sounds, if heard during the day, would be from machines like woodworking tools, or similar to the kinds of sounds you might hear outside of an automobile repair place (pneumatic air tools). These tools (wood planers, joiners and some saw equipment, and some air tools), make enough noise that they might be heard outside of our building, particularly if there is an open door, but not so much that they would carry off of the site at a disturbing level. Generally, most of the tools used in a makerspace don't generate audible noise that would reach out past the property. These kinds of tools that make some noise inside the building but little outside the building include 3D printers, laser cutters and metal bending and milling equipment. A very large amount of tools used in a makerspace generate little or no noise. Soldering electronics, making ceramics, programming a robot, or painting in an arts class are good examples of this.

In addition, we will maintain quiet hours from the time of 10 PM – 8 AM where there will be NO machine noise emanating from the site.

We base this on our operating history of our current space in Leesburg, which is co-located in a building that houses, among other tenants, a community of medically fragile people who are very sensitive to loud noises, disturbances and odors. In a year of co-residency in very close proximity, we have zero reports of disturbances or complaints. Reference contacts for the co-tenants are available as additional reference.



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A similar situation exists at Nova Labs, a Reston-based makerspace that is the closest makerspace to the Leesburg and planned Purcellville space. They share a building with a daycare and have not had any noise or smell issues, even though they share a building.

Likewise, Techshop, the for-profit makerspace in Alexandria, Virginia, shares space with retail establishments, including restaurants, and they co-exist very well, even though they are in direct proximity in an enclosed urban space.

Issues may come up, and Makersmiths will maintain a phone/contact tree for any neighbors to report any inconveniences that may come up so that they can be immediately remediated.

5. *Whether the proposed special use will result in the preservation or damage of any existing habitats, vegetation, topographic or physical, natural, scenic, archeological, or historic feature of significant importance.*

No activities are planned that would cause any such damage.

6. *Whether the proposed special use will impact existing water quality or air quality.*

The facility does not anticipate dumping any chemicals into the sewers that are not traditionally part of household water waste (e.g. dishsoap and other things that are normally sent down the drain in a responsible household).

We do use tools that produce minor exhaust. This includes 3D printers and laser cutters, soldering, some welding equipment, and occasional painting activities. In our current facility, these odors have been negligible and have caused no discomfort or disturbance to the medically fragile residents who are in the same building with us (and there are gaps and airflow between our spaces). We anticipate following industry standard best practices in filtering and mitigating any exhaust so that there is no impact to any adjacent neighbors.

Furthermore, we plan on maintaining a “hotline” whereby residents can report any disturbing noise or odor, so they can be immediately ameliorated.



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Town of Purcellville
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- 7. Whether the traffic generated by the proposed use will be adequately and safely served by roads, pedestrian connections, and other transportation services.*

Normal activities on the property will be served adequately and safely by roads. The nearest sidewalk/multi-use path leads only to the intersection of 20th and A Street, so it will not be recommended that people walk to the facility. Any large events hosted at the facility would be handled as a town event, requiring greater parking and different safety concerns.

- 8. Whether the proposed use will negatively impact orderly and safe road development and transportation in accordance with the comprehensive plan and all relevant transportation and corridor plans.*

The proposed use will make no changes to the exterior portion of the property, so it will not impact orderly and safe road development.

- 9. Whether the proposed use will be served adequately by essential public facilities and services.*

Initial surveys show there to be adequate power (including three-phase on site) at the facility. Makersmiths has been told that town water and sewer service will be connected, which will be sufficient. Trash removal, internet, and other services will be procured by Makersmiths.

- 10. Whether, in the case of existing structures to be converted to uses requiring a special use permit, the existing structures can be converted in such a way that retains the character of the neighborhood in which the existing structures are located, especially when an application seeks to convert a building of historic significance.*

As determined by the Town Council and professional staff, this is a unique application of the special use term because of the type of organization Makersmiths is. The facilities will not be altered to allow special use. Modifications to any existing structure will match the structure's existing materials and style of design.

- 11. Whether the proposed special use contributes to the economic development needs of the town.*

A maker space can become the creative and entrepreneurial engine of a town. Between people coming to the site to build, inventors using the facility



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to learn new skills for their plans, or small businesses incubating within its walls, the space provides immediate (greater traffic for town supply stores and restaurants) and long-term (businesses founded within the town staying and providing a larger tax base) economic development.

12. Whether adequate on and off site infrastructure is available.

Based on surveys completed to date, and all existing plans, the on-site and nearby infrastructure is adequate.

13. Whether the proposed special use illustrates sufficient measure to mitigate the impact of construction traffic on existing neighborhoods and schools.

Not Applicable: We do not plan any heavy construction that might affect neighborhoods or schools. Modifications to any existing structure will match the structure's existing materials and style of design. Modifications that are done are likely to be similar to traditional homeowner repairs: a pickup truck to Nichols or Home Depot, and a few people coming over to the space to work together on repairing drywall and other aspects of the structure.

If there are any major changes to this plan, we will work with Town Staff to ensure there is no undo impact to residents or schools.

Concept Plan

Makersmiths intends to use the leased property "as is", putting tools, computers, and equipment in the existing buildings. There will be no change to the outside appearance or layout of the property. Therefore, the site plan will be unchanged.

Town Manager
Robert W. Lohr, Jr.

Assistant Town Manager
Daniel C. Davis

221 S. Nursery Avenue
Purcellville, VA 20132
(540) 338-7421
www.purcellvilleva.gov



Town Attorney
Sally G. Hankins

Chief of Police
Cynthia A. McAlister

Department Directors
Elizabeth Krens, Finance
Alex Vanegas, Public Works
Patrick Sullivan, Community Development
Shannon Bohince, Information Technology
Hooper McCann, Administration

October 5, 2016

Patrick Sullivan, AICP.
Director of Community Development
Town of Purcellville
221 S. Nursery Avenue
Purcellville, VA. 20132

RE: SUP Applications for Makersmiths

Mr. Sullivan,

Staff has reviewed the information regarding the proposed Special Use Permit (SUP) Application for Makersmiths with respect to potential traffic impacts to S. 20th Street. Reviewing the information provided by the applicant, it does not appear that the facility will generate significant peak hour trips. If you combine a class and typical activity, it appears that the total peak hour trips will be 20 or less. In addition, the property associated with this application was designed and previously utilized as a municipal maintenance facility and wastewater reclamation facility – open for use not only on a work week basis but as the nature of municipal maintenance service and wastewater treatment is expected around the clock, realistically, it was utilized as a 7 day/week – 365 days/year operation. As such, there was not only Town vehicles and equipment traffic but also that of the employees. The intended use is not expected to produce any increased amount of traffic/daily trips. Based on the aforementioned facts, I do hereby waive the traffic impact analysis (TIA) requirement for this SUP. Please let me know if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Alex Vanegas".

Alex Vanegas, CPM
Director of Public Works

cc: Robert W. Lohr, Jr. Town Manager
Sally Hankins, Town Attorney

Town Manager
Robert W. Lohr, Jr.

Assistant Town Manager
Daniel C. Davis

221 S. Nursery Avenue
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Town Attorney
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Elizabeth Krens, Finance
Alex Vanegas, Public Works
Patrick Sullivan, Community Development
Shannon Bohince, Information Technology
Hooper McCann, Administration

MEMORANDUM

TO: TOWN COUNCIL; PLANNING COMMISSION;
ROB LOHR, TOWN MANAGER; DANIEL GALINDO, SENIOR PLANNER
FROM: DANNY DAVIS, ASSISTANT TOWN MANAGER
SUBJECT: MEETING BETWEEN MARY'S HOUSE OF HOPE AND MAKERSMITHS
DATE: NOVEMBER 15, 2016

On Friday, November 11, 2016, I met with Vickie Koth, Executive Director of The Good Shepherd Alliance (operator of Mary's House of Hope), and Pat Scannell and Christa Stern of Makersmiths, LLC. During our meeting we discussed the uses on both properties; the desire of the Town Council, Planning Commission, and Staff to ensure compatibility between the uses; and the effort to develop consensus on conditions that would alleviate any concerns from Mary's House of Hope and its clients.

During the meeting and via subsequent email conversation, the following terms were agreed to by both parties:

- 1) Makersmiths to only use the lower (southern) entrance. Parking is permitted in the parking area between the building and Mary's House of Hope (MHH). Occasional use of the upper (northern) driveway will be permitted for deliveries during the hours of 9am-6pm with advance notice to Mary's House of Hope. Use of the upper driveway by Makersmiths will also be permitted during periods of significant inclement weather should the Town Manager grant approval (to include periods when the Town is using the upper entrance for snow removal activities).
- 2) Makersmiths agrees to the language in Ordinance 34-3 (6) regarding noise. Ordinance language pasted below.
- 3) Makersmiths agrees that there will be no outside congregation or activities on the east side of the building (closest to MHH) after 9pm. This does not preclude normal coming and going, such as arriving and departing vehicles.
- 4) Makersmiths agrees that there will be no noise above 60 dB as measured at the property line of MHH between 10pm and 8am.

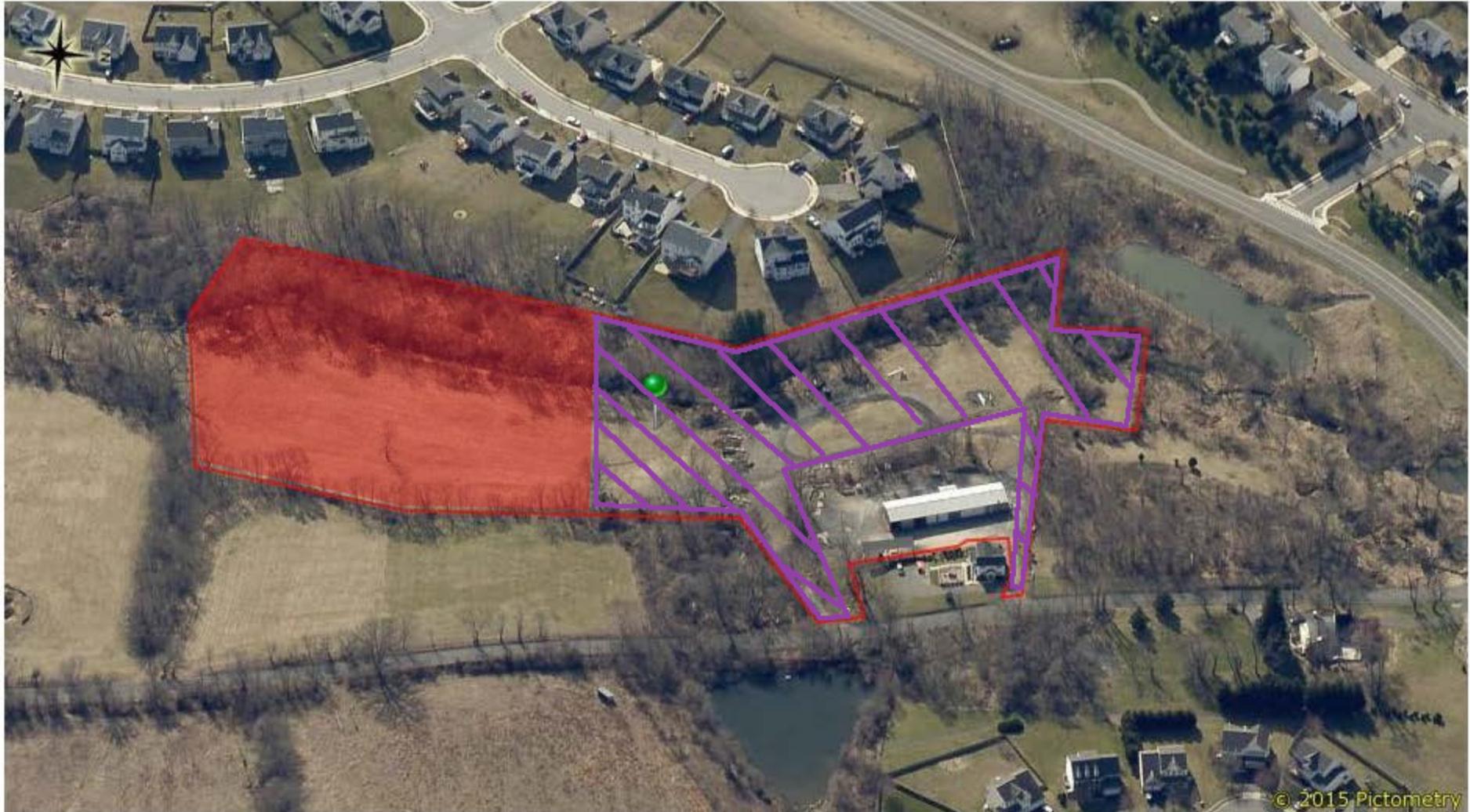
In addition, the parties discussed ways that they can collaborate on mutually agreeable items, such as additional buffering, activities supporting clients of both entities, and access to Makersmiths for the clients of MHH.

Town Code 34-3 (6):

Construction of buildings and projects. It shall be unlawful for any person within the town to operate or permit operation of any equipment or perform any outside construction, demolition, blasting or alteration or repair work on buildings, structures or projects or to operate any pile driver, steam shovel, pneumatic hammer, derrick, steam or electric hoist or other equipment or construction type device, during the prohibited hours listed below when the use of such above specified or other equipment is attended by loud or unusual noises and that a reasonable person of normal sensitivities residing in the area is caused discomfort or annoyance unless beforehand a permit as described in [section 34-5](#) has been duly obtained from the town manager.

<i>Day</i>	<i>Prohibited</i>	<i>Hours</i>
	Before	After
Monday through Friday	7:00 a.m.	9:00 p.m.
Saturday	8:00 a.m.	8:00 p.m.
Sunday (Holidays)	8:00 a.m.	8:00 p.m.

785 S 20th St



RED: Town's future restricted area not for sale or lease

PURPLE HASHED: Area retained by Town under Makersmith lease for operations

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STAFF REPORT
DISCUSSION ITEM

Item # 7c

SUBJECT: Prioritization of Projects

DATE OF MEETING: November 17, 2016

STAFF CONTACT: Daniel Galindo, AICP – Senior Planner

SUMMARY:

Since the Planning Commission last prioritized its projects in June, Town Council adopted Resolution 16-10-02 at its regular meeting on October 11, 2016. This resolution initiated a number of zoning ordinance text amendments and listed the order in which they should be considered and acted upon. In response, the Planning Commission would like to reconsider its list of priorities and how they should be prioritized to accommodate Council’s initiated items.

BACKGROUND:

The first five items were prioritized in the following order by the Planning Commission in June. The remaining items were initiated by Resolution 16-10-02.

1. Comprehensive Plan Update – The process of updating the comprehensive plan includes conducting multiple methods of public advertising and outreach, preparation and execution of numerous public engagement events, substantial data collection and analysis, and (eventually) the production of a document to be adopted by the Town. This is staff’s largest and most time-consuming project that is currently ongoing.
2. Floodplain Regulations – Since early 2014, the Federal Emergency Management Agency has worked with Loudoun County and its towns to update and improve the accuracy of the county-wide Flood Insurance Rate Map (FIRM). The new FIRM has been finalized, and the Town must adopt the new FIRM by February 17, 2017. Before then, Purcellville must amend the floodplain regulations in its Zoning Ordinance (Article 12) to adopt the new FIRM and satisfy the current standards of the National Flood Insurance Program (NFIP). Staff has prepared a draft ordinance to amend our floodplain regulations which has been sent to the Virginia Department of Conservation and Recreation (DCR) to be reviewed for compliance with NFIP standards. DCR administers the NFIP in the Commonwealth.

3. Civil Penalties – A zoning ordinance text amendment to authorize the Town to enforce zoning violations through civil fines. This was listed as the third priority of the three items initiated by Resolution 16-10-02.
4. Sign Regulations – A zoning ordinance text amendment to revise the Town’s sign regulations in response to the U.S. Supreme Court’s 2015 decision in *Reed v. Town of Gilbert, Arizona*.
5. Accessory Dwelling Standards – A zoning ordinance text amendment to modify the standards for *Accessory Dwellings* to allow them in conjunction with smaller single-family dwellings than is currently allowed.
6. Tree Preservation Regulations – A zoning ordinance text amendment to require greater preservation of trees on a development site. This was listed as part of the first priority of the three items initiated by Resolution 16-10-02.
7. Stream and Creek Buffer – A zoning ordinance text amendment to address concerns about the stream and creek buffer requirements, such as: the required width, the amount of tree plantings, and the uses allowed within the buffer. This was listed as part of the first priority of the three items initiated by Resolution 16-10-02.
8. C-4 District Height Standards – A zoning ordinance text amendment to reduce the maximum height allowed in the C-4 Central Commercial District. This was listed as the second priority of the three items initiated by Resolution 16-10-02.

ATTACHMENT:

1. Resolution 16-10-02

Mayor
Kwasi A. Fraser

Council
Chris Bledsoe
Ryan J. Cool
Kelli Grim
Karen Jimmerson
Douglass J. McCollum
Nedim Ogelman



Town Manager
Robert W. Lohr, Jr.
Assistant Town Manager
Daniel C. Davis

221 S. Nursery Avenue
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(540) 338-7421
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**TOWN OF PURCELLVILLE
IN
LOUDOUN COUNTY, VIRGINIA**

RESOLUTION NO. 16-10-02

**PRESENTED: October 11, 2016
ADOPTED: October 11, 2016**

A RESOLUTION: INITIATING AMENDMENTS TO ARTICLE 7 (LANDSCAPING, BUFFERING, AND OPEN SPACE REGULATIONS), ARTICLE 14 (STREAM AND CREEK BUFFER), ARTICLE 4 SECTION 9.8 (C-4 CENTRAL COMMERCIAL DISTRICT, HEIGHT STANDARDS), AND ARTICLE 11, SECTION 17 (VIOLATION AND PENALTIES) OF THE ZONING ORDINANCE

WHEREAS, the Town Council desires to amend the Zoning Ordinance to lower the maximum heights allowed in the C-4 Zoning District under various conditions; and

WHEREAS, the Town Council desires to amend the Zoning Ordinance to add tree preservation requirements, to increase the quantity and quality of required tree and vegetative plantings within the Town's Stream and Creek Buffer, and to increase the required quantity and quality of tree and vegetative plantings on non-residential properties; and

WHEREAS, in addition to increasing the quantity and quality of required tree and vegetative plantings as stated above, the Town Council desires to wholly review and amend Articles 7 and 14 of the Zoning Ordinance, which govern Landscaping, Buffering, Open Space, and Stream and Creek Buffers, in order to remove ambiguities, reflect state code requirements, and clarify existing language; and

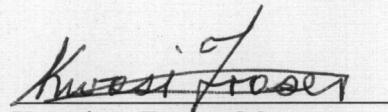
WHEREAS, under authority granted by Va. Code 15.2-2209, the Town Council desires to adopt a schedule of civil financial penalties that will be imposed for violations of the Zoning Ordinance.

A RESOLUTION: INITIATING AMENDMENTS TO ARTICLE 7 (LANDSCAPING, BUFFERING, AND OPEN SPACE REGULATIONS), ARTICLE 14 (STREAM AND CREEK BUFFER), ARTICLE 4 SECTION 9.8 (C-4 CENTRAL COMMERCIAL DISTRICT, HEIGHT STANDARDS), AND ARTICLE 11, SECTION 17 (VIOLATION AND PENALTIES) OF THE ZONING ORDINANCE

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Purcellville that:

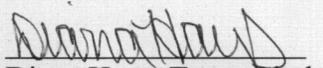
1. The public necessity, convenience, general welfare, and good zoning practice require consideration of these proposed amendments to the Zoning Ordinance, which are hereby initiated and referred to the Planning Commission, to be considered and acted upon in the following order:
 - a. Tree Planting, Tree Preservation, Landscape, and Stream & Creek Buffer Amendments to Article 7 and Article 14
 - b. C-4 District Height Standard Amendments to Article 4, Section 9.8
 - c. Civil Financial Penalties Amendments to Article 11, Section 17
2. As to each amendment, the Planning Commission shall present to the Town Council its recommendations prior to holding a public hearing, and will take into consideration any comments from Town Council. Thereafter, the Planning Commission shall hold a public hearing and may make appropriate changes to the proposed ordinance or amendment as a result of the hearing. Finally, the Planning Commission will present the proposed amendment to the Town Council together with its recommendations and explanatory materials.
3. The Town Council authorizes the Planning Commission to present the proposed amendments to Town Council more than 100 days after this resolution is adopted.

PASSED THIS 11th DAY OF OCTOBER, 2016.



Kwasi A. Fraser, Mayor
Town of Purcellville

ATTEST:



Diana Hays, Town Clerk



STAFF REPORT
INFORMATION ITEM

Item # 9a

SUBJECT: Status of Priority Work Items

DATE OF MEETING: November 17, 2016

STAFF CONTACT: Daniel Galindo, AICP – Senior Planner

SUMMARY:

This report briefly summarizes any updates on the status of priority work items since the previous Planning Commission meeting.

1. Comprehensive Plan Update – The Planning Commission completed its final public workshops on November 5th, and the questions from the workshop are now being posed to the community in an online survey scheduled to close on November 30th. At its regular meeting on November 8th, Town Council adopted Resolution 16-11-05 (attached) to amended Resolution 15-01-02 which initiated the comprehensive plan update. Among other changes, the new resolution struck language stating that Council desired a plan for the physical development of territory located with the County’s Joint Land Management Area for Purcellville.
2. Floodplain Regulations – The Town Attorney has indicated that her concerns about the model floodplain ordinance provided by the Virginia Department of Conservation and Recreation (DCR) may be best addressed by attempting to work with DCR to revise the overall model for the future instead of delaying this amendment. Therefore, Staff’s draft ordinance language was sent to DCR on November 7th for a regulatory review, and the Town is now awaiting a response.
3. Civil Penalties – No change.
4. Sign Regulations – No change.
5. Accessory Dwelling Standards – No change.
6. Legislative Applications

- a. *SUP15-02 Catoctin Corner Drive-through Facility* – On October 31st, the Town received a letter from the attorney representing the applicant withdrawing the application.
- b. *CPA15-01 O’Toole Property (Designate as Mixed Commercial)* – No change.
- c. *RZ15-02 O’Toole Property (X to MC)* – No change.
- d. *SUP16-01 7-Eleven Fueling Station Expansion* – On November 10th, the Town received a revised application which Staff is now reviewing for completeness.
- e. *CPA16-01 Village Case (Neighborhood Commercial & Institutional/Government to Residential)* – No change.
- f. *PCA16-01 Village Case (Commercial & Church to Single-family Detached Residential)* – No change.
- g. *SUP16-02 Virginia Regional Transit Commuter Parking Lot* – On November 2nd, the Town distributed the first round of review comments to the applicant.
- h. *SUP16-03 Mary’s House of Hope* – A public hearing on this item was held before the Planning Commission on November 3rd. The item is listed as a discussion item on tonight’s agenda.
- i. *SUP16-04 Makersmiths* – A public hearing on this item was held before the Planning Commission on November 3rd. The item is listed as a discussion item on tonight’s agenda.

7. Other Items

- a. *OA16-01 Stream and Creek Buffer Zoning Ordinance Text Amendment* – No change.
- b. *OA16-02 Disclosure of Real Parties in Interest Zoning Ordinance Text Amendment* – A public hearing on this item was held before the Planning Commission on November 3rd. At that meeting, the Planning Commission approved a motion recommending that Town Council approve OA16-02. Town Council approved OA16-02 via Ordinance 16-09-01 at its November 8th regular meeting.
- c. *Reduce Maximum Building Heights in the C-4 District Zoning Ordinance Text Amendment* – No change.
- d. *Landscaping, Buffering, and Open Space Regulations Zoning Ordinance Text Amendment* – No change.

ATTACHMENT:

1. Resolution 16-11-05

Mayor
Kwasi A. Fraser

Council
Chris Bledsoe
Ryan J. Cool
Kelli Grim
Karen Jimmerson
Douglass J. McCollum
Nedim Ogelman



Town Manager
Robert W. Lohr, Jr.
Assistant Town Manager
Daniel C. Davis

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TOWN OF PURCELLVILLE

IN

LOUDOUN COUNTY, VIRGINIA

RESOLUTION NO. 16-11-05

PRESENTED: NOVEMBER 8, 2016

ADOPTED: NOVEMBER 8, 2016

**A RESOLUTION: AMENDING RESOLUTION 15-01-02, WHICH INITIATED
REVIEW OF THE TOWN'S COMPREHENSIVE PLAN**

WHEREAS, Virginia Code § 15.2-2223 requires that the Town Planning Commission prepare a Comprehensive Plan for the physical development of the territory within the corporate limits of the Town of Purcellville; and

WHEREAS, Virginia Code § 15.2-2231 allows, but does not require, a Town's Comprehensive Plan to include the planning of adjacent unincorporated territory; and

WHEREAS, Virginia Code § 15.2-2230 requires that the Planning Commission review the Comprehensive Plan at least once every five years to determine whether it is advisable to amend the plan; and

WHEREAS, on January 27, 2015, by Resolution 15-01-02, the 53rd Purcellville Town Council directed that the Planning Commission conduct a complete review of the Comprehensive Plan, and said they desire that such review include a plan for the physical development of lands located outside the Town's corporate limits, but within the area identified by Loudoun County as Joint Land Management Area ("JLMA"); and

WHEREAS, the Town Council recognizes that while citizens of Purcellville may initiate a plan for the physical territory outside the Town of Purcellville as part of the ongoing Comprehensive Plan process, an initiative to mandate a plan for the physical territory outside the Town limits does not currently reflect the will of the citizens; and

WHEREAS, the will of the Town citizens is paramount to the Town Council.

A RESOLUTION: AMENDING RESOLUTION 15-01-02, WHICH INITIATED REVIEW OF THE TOWN'S COMPREHENSIVE PLAN

NOW THEREFORE, the Town Council hereby amends Resolution 15-01-02 to add the underlined text, delete the strikethrough text, and affirm the unamended text as follows:

WHEREAS, the Town's Comprehensive Plan was last adopted on December 19, 2006; and

WHEREAS, since 2006, the Town has undergone significant changes, including the incorporation of new land into the Town's jurisdictional limits, the termination of the Town of Purcellville/County of Loudoun Annexation Agreement, and significant commercial development; and

WHEREAS, to ensure that the Town Plan remains a relevant and cohesive set of policies that guides decisions about future land stewardship, infrastructure investments, public services, cultural events and recreation, the Town Council desires to consider and adopt amendments to the Town's Comprehensive Plan no later than March, 2017, which would include, but not be limited to, (i) an update of the Town's history and census information, (ii) an update of the Town's plan for the physical development and maintenance of the territory within its jurisdiction, including lands that have been incorporated into the Town's jurisdictional limits since 2006; (iii) amendments necessitated by the termination of the Town of Purcellville/County of Loudoun Annexation Agreement; and (iv) a transportation plan that identifies the transportation infrastructure needed to support the territory covered by the plan.

NOW THEREFORE, the Council hereby directs the Town of Purcellville Planning Commission to conduct a complete review of the Town's Comprehensive Plan and to recommend all resulting amendments to the Town Council no later than December, 2016.

RESOLUTION NO. 16-11-05 IS PASSED THIS 8TH DAY OF NOVEMBER, 2016.


Kwasi A. Fraser, Mayor
Town of Purcellville

ATTEST:


Diana Hays, Town Clerk

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MINUTES
PLANNING COMMISSION REGULAR MEETING
NOVEMBER 3, 2016, 7:00 PM
TOWN HALL COUNCIL CHAMBERS

PRESENT: Theresa Stein, Chairman
Chip Paciulli, Vice Chairman/Planning Commissioner
Tip Stinnette, Planning Commissioner
EJ Van Istendal, Planning Commissioner
Kelli Grim, Planning Commissioner/Council Liaison

ABSENT: David Estey, Planning Commissioner
Britt Adkins, Planning Commissioner

STAFF: Daniel Galindo, AICP, Senior Planner
Tucker Keller, Planning and Zoning Technician

CALL TO ORDER OF REGULAR MEETING:

Chairman Stein called the Planning Commissioner Regular Meeting to order at 7:00 PM.

Mayor Fraser called to order the Special Meeting of Town Council at 7:00 PM. The Pledge of Allegiance followed.

PLANNING COMMISSION AGENDA AMENDMENTS:

None

PLANNING COMMISSIONER DISCLOSURES:

None

JOINT PUBLIC HEARINGS WITH TOWN COUNCIL:

a. SUP16-03 Mary's House of Hope (Transitional Housing)

Chairman Stein stated the purpose of the public hearing and granted speakers three minutes. Chairman Stein opened the Planning Commission Public Hearing at 7:03 PM. Mayor Fraser opened the Town Council Public Hearing at 7:03 PM.

There was no one signed up to speak.

Daniel Galindo gave the staff presentation and noted that the applicant is requesting a special use for transitional housing in a building that it has been using as transitional housing for approximately nine years. Mr. Galindo added the Town rezoned the property

earlier this year and created a use for transitional housing in preparation for the possibility of selling the land. Mr. Galindo stated that the Town agrees with all of the information contained within the application and the statement of justification; however, since the application has been received less than a month ago and the Town hasn't received comments back from all reviewers, he recommends that the Planning Commission defer action on the item until their next meeting.

There were no written materials submitted for the record.

Vickie Koth, 198 Wilderness Road, Linden, VA, with Good Shepherd Alliance came forward and talked about their longstanding, great relationship with the town. Ms. Koth added that, with a grant, they were able to renovate the home, and they currently lease the home from the Town for \$1 per year. Ms. Koth added that the house is used to help single moms get back on their feet. With the maintenance facility located there previously, there was a safety concern with having small children in the house because of the equipment coming and going. Ms. Koth stated they did receive the \$300,000 grant to purchase the home.

No citizens were signed up to speak.

Commissioner Stinnette asked Daniel Galindo what the downside would be for not voting on it immediately. Mr. Stinnette asked if the Town was expecting any significant comments from the review and who had not returned comments. Daniel Galindo stated he does not expect significant comments and that the comments outstanding are from the Public Works Department.

Sally Hankins, Town Attorney, recommended allowing a full vetting of an application before acting upon it because it helps ensure that the action taken can withstand any challenge.

Commissioner Paciulli asked if it might be important to add a few conditions on the approval to include maximum living capacity, conforming of building, fire and safety codes, and tree buffering maintenance. Per Dan Galindo, staff has not compiled a list of conditions.

Council had no questions or comments, and Mayor Fraser closed the Town Council Public Hearing at 7:13 PM. Chairman Stein closed the Planning Commission Public Hearing at 7:13 PM.

b. SUP16-04 – Makersmiths

Chairman Stein stated the purpose of the public hearing and granted speakers three minutes. Chairman Stein opened the Planning Commission Public Hearing at 7:15 PM. Mayor Fraser opened the Town Council Public Hearing at 7:15 PM.

Daniel Galindo provided the staff presentation and explained the location of the property as well as its history. Mr. Galindo added that if the Town Council and/or Planning Commission has any issues they may want to include those as conditions or to address them with staff.

Pat Scannell, 803 Lennon Court, Leesburg, Executive Director of Makersmiths, came forward on behalf of Tom Hill, Project Manager. Mr. Scannell stated that since his last presentation to Council he presented on the Maker movement to VML at the annual conference and talked further about the purpose of Makersmiths and their other locations.

An email from Bill and Christy Reynolds was received for the record in support of Makersmiths.

Matthew Hines of 14421 Mountain Road, Purcellville, came forward and talked about the large number of events held at a Makersmiths facility and the need for expansion.

David Bock, 38210 Audrey Court, Hamilton stated he is in support of Makersmiths in Purcellville and talked about the support it would provide to the surrounding schools.

Jill Evans-Kavaldjian, 38615 Morrisonville Road, Lovettsville, President of the Loudoun Arts Council and Manager at Round Hill Arts Center came forward in support of the Makerspace.

Michael Fistler, 17054 Simmontal Lane, Round Hill, shared his experience with Makersmiths over the past year and spoke in favor of Makersmiths coming to Purcellville.

David Painter, 35365 Carnoustie Circle, Round Hill, spoke in favor of Makersmiths in Purcellville and feels they are an asset to any community.

Vickie Koth, 198 Wilderness Road, Linden, VA stated she is Executive Director of the Good Shepherd Alliance and would be the neighbor to the Makersmiths location. Ms. Koth talked about her concerns of security, quiet hours, safety with the in-and-out traffic, and the children in the home.

Pat Scannell offered to meet with Ms. Koth to work with her on her concerns and provided information about current neighbors at other Makersmiths locations. Mr. Scannell talked about the use of the lower driveway to move traffic away from the house.

Mr. Hines talked further about the space being opened to only members twenty-four hours a day with someone always being on-site. Mr. Scannell added there would be other members there as well as video surveillance.

Commissioner Paciulli asked if all of the use areas on the property could be identified. Commissioner Paciulli talked about the Hirst Farm homes that back to the property and

talked about screening. Commissioner Paciulli talked about the quiet hours and feels 10:00 PM may be a little late, and stated the parking is not well defined.

Commissioner Van Istendal asked about the security to monitor the networks as well as physical security. Mr. Scannell stated a security solution has not yet been created but will exceed best commercial practices.

Mr. Scannell committed to adding trees for screening on the Hirst side and behind Mary's House of Hope. Commissioner Paciulli thanked Mr. Scannell for his willingness to help.

Via questions from Commissioner Stinnette, Daniel Galindo confirmed that all of the reviews are in and the only item remaining is setting conditions, if desired, and that the Town has a list of equipment as of today that will be on-site. Commissioner Stinnette asked about facilitating a meeting between the applicants of 16-03 and 16-04.

Commissioner Grim referenced the Sept. 27, 2016 Town Council Meeting Minutes where there is a well-defined map that lays out the description of the area that Makersmiths would be using and referenced in the same meeting that the issues in the lease were addressed line by line. Further discussion took place about adding conditions to the lease. Chairman Stein stated she feel conditions should be worked out between Mary's House of Hope and Makersmiths.

Discussion took place about having the materials ready for this item to be an action item on November 17th.

Council member Bledsoe spoke in favor of Makersmiths and added that he visited the Leesburg location and talked with the neighbors there and received positive feedback.

Council member Jimmerson talked about the possible benefits of having neighbors.

Mayor Fraser encouraged a meeting within a week between Makersmiths and Mary's House of Hope to determine how they can work together.

Pat Scannell offered Makersmiths services to Mary's House of Hope to include physical and network security.

Vickie Koth shared her concerns about the proposed hours of operation for Makersmiths due to noise and safety.

Mayor Fraser closed the Town Council Public Hearing at 8:13 PM. Chairman Stein closed the Planning Commission Public Hearing at 8:13 PM.

c. Zoning Ordinance Text Amendment OA16-02 – Disclosure of Real Parties in Interest

Chairman Stein stated the purpose of the public hearing and granted speakers three minutes. Chairman Stein opened the Planning Commission Public Hearing at 8:15 PM. Mayor Fraser opened the Town Council Public hearing at 8:15 PM.

Sally Hankins, Town Attorney, made the staff presentation and added that the Town Council has expressed interest in amending the zoning ordinance to require that anyone that is presenting a land development application disclose all the legal and equitable ownership interests in the land that is the subject of the application. Town Council has requested that the Planning Commission review the proposed ordinance and provide Council with a recommendation. Ms. Hankins reviewed the proposed process as presented in the staff report.

Tucker Keller noted the four written comments received for the public hearing by Chuck Izzo, Susan Khalil, Lydia Clark, and Kecia Brown. One additional item came in during the public hearing from Edie Forsberg. All are in support of the Real Parties of Interest Disclosure.

No one was signed up to speak.

Commissioner Paciulli spoke in favor of the item.

Commissioner Grim clarified for the residents that she's received questions and that there is a secondary part of the item which requires an affirmation, meaning if anything changes from the time of application that on or before the close of business 22 business days prior to each public hearing before the Planning Commission, Town Council or Board of Zoning Appeals, the applicant or authorized agent must update the document, and she added the form does need to be notarized. Commissioner Grim spoke in favor of the item.

Commissioner Stinnette added that the Affirmation is covered in paragraph 19.5 which should address the concerns of the neighbors.

Chairman Stein noted that the ordinance would give the option for the board member to go further than the code requires in that they could electively refrain from participating and confirmed with Sally Hankins that this is correct.

Commissioner Grim talked about updating the Code of Conduct for Committees, Commissions and Boards and the Code of Ethics for Council to address the issue as other municipalities do.

Council member Bledsoe and Mayor Fraser spoke in favor of the item and with no further Council comments, Mayor Fraser closed the Town Council Public Hearing at 8:24 PM.

ADJOURNMENT OF TOWN COUNCIL SPECIAL MEETING & PUBLIC HEARINGS:

Council member Bledsoe made a motion to adjourn the Town Council special meeting at 8:24 PM. The motion was seconded by Vice Mayor Jimmerson and passed 5-0-2 absent.

The Planning Commissioners had no further comments and Chairman Stein closed the Planning Commission Public Hearing at 8:25 PM.

After a five minute recess, the Planning Commission continued with their regular meeting at 8:33 PM.

PRESENTATIONS:

None

DISCUSSION ITEMS

a. SUP16-03 Mary's House of Hope (Transitional Housing)

Commissioner Van Istendal noted he feels these items were covered during the public hearing and asked if there was anything new to add.

Commissioner Grim stated she would like to attend the meeting and requested that someone suggest to Mary's House of Hope that someone attend the meeting that is in charge of the house on a daily basis.

Commissioner Stinnette made a motion that the Planning Commission move SUP16-03 to its meeting on November 17, 2016 for discussion and possible action. The motion was seconded by Commissioner Van Istendal.

Commissioner Grim added it would be helpful to see a map similar to page 65 of the September 27, 2016 Town Council Meeting Minutes that defines Mary's House of Hope and how it situates whereas the two driveways are shown. Daniel Galindo stated that wasn't included because he didn't want to confuse the lease with the SUP.

The motion passed 5-0-2 absent.

b. SUP16-04 Makersmiths (Public or Government Building, Facility, or Use Not Otherwise Defined)

Commissioner Van Istendal stated he is in support of moving the item to the Nov. 17 meeting.

Chairman Stein noted that the two SUP's go together and added the conditions should be worked out before moving on the item.

Daniel Galindo talked about the parking being noted on the drawing included with the staff report. Commissioner Paciulli added he does not know how the sewer plant interfaces with the rest of it and Mr. Galindo added he can work on clarifying that.

Chairman Stein asked what type of a landscape buffer is required between the two pieces. Daniel Galindo stated he would check the zoning ordinance. Rob Lohr talked about the chain link fence in place. Commissioner Paciulli stated the trees should be shown on the plan and be part of the list of conditions. Further discussion took place about the parking.

Chairman Stein asked if the events are considered an accessory to the use or if a special events permit is required. Daniel Galindo stated they would need to go through the permitting process and not through the Planning Commission. Mr. Galindo added he would speak with the Town Attorney and Events Specialist to see if anything needs to be addressed in the SUP.

Commissioner Stinnette made a motion that the Planning Commission move SUP16-04 to its meeting on November 17, 2016. The motion was seconded by Commissioner Paciulli and passed 5-0-2 absent.

In regards to SUP16-03 Mary's House of Hope, Commissioner Paciulli added that the improvements other than shown on the plan include existing green plantings on the rear of the house should be maintained, all building safety and fire codes shall be conformed with and add a maximum living capacity.

c. OA16-02 Zoning Ordinance Text Amendment to Require Disclosure of Real Parties in Interest

Commissioner Grim stated that an email came in at 8:20 PM from Edie Forsberg supporting the real parties of interest.

Commissioner Stinnette made a motion that the Planning Commission amend the November 3, 2016 agenda to add this item as an action item. The motion was seconded by Commissioner Paciulli and passed 5-0-2 absent.

ACTION ITEMS:

a. Schedule Special Meetings for November 5, 2016

Daniel Galindo stated the purpose is to schedule special meetings that coincide with the workshops and that this has been advised by the Town Attorney.

Commissioner Stinnette made a motion that the Purcellville Planning Commission schedule special meetings on November 5, 2016 from 10:00 AM to 12:00 PM at Town Hall and November 5, 2016 from 2:00 PM to 4:00 PM at Town Hall for the purpose of discussing and considering the Town's Comprehensive Plan. The motion was seconded by Commissioner Van Istendal and passed 5-0-2 absent.

b) OA16-02 Zoning Ordinance Text Amendment to Require Disclosure of Real Parties in Interest

Commissioner Stinnette made a motion that the Planning Commission recommend the adoption of Ordinance 16-09-01 to amend the zoning ordinance and require that land development applicants make a full public disclosure of the legal and equitable ownership interests in the real party that is the subject of such application, and periodically affirm such disclosure.

The motion was seconded by Commissioner Grim and passed 5-0-2 absent.

INFORMATION ITEMS:

a) Status of Priority Work Items

Daniel Galindo had nothing to add.

Commissioner Grim asked if Catoctin Corner had withdrawn SUP15-02. Mr. Galindo confirmed and stated that he intended to include that in the report for the next meeting.

Chairman Stein requested that this item be placed on the next meeting agenda to reorder the items because some items have been received from Town Council that need to be acted upon. Commissioner Paciulli requested that Council prioritize the items.

CITIZEN COMMENTS:

None

COUNCIL REPRESENTATIVE'S REPORT:

Commissioner Grim noted she will have more to update the Commissioners on at the next meetings.

CHAIRMAN'S COMMENTS:

Chairman Stein suggested that with staff reports a vicinity map should be included especially for public hearings.

PLANNING COMMISSIONERS COMMENTS:

Commissioner Paciulli stated that the script was excellent and a good guide throughout the public hearing process.

APPROVAL OF MINUTES:

- a. September 15, 2016 Work Session
- b. September 22, 2016 Work Session
- c. October 6, 2016 Regular Meeting
- d. October 6, 2016 Work Session
- e. October 20, 2016 Regular Meeting
- f. October 20, 2016 Work Session

Daniel Galindo stated that in the October 6 work session minutes on page 79 of the packet, the intern's name is misspelled.

Commissioner Van Istendal referenced page 77 of the agenda packet (October 5 Work Session) and would like to add a comment that was discussed about soliciting input from the police as to where they would suggest a police station should be considered.

Commissioner Paciulli noted he would like to change a portion of his comment on page 82 of the packet third paragraph to read "Vice Chairman Paciulli stated concern to an email from Patrick Sullivan".

Commissioner Stinnette made a motion to approve the meeting minutes for the meetings noted above as discussed and waive reading. The motion was seconded by Commissioner Van Istendal and passed 5-0-2 absent.

ADJOURNMENT:

With no further business, Commissioner Stinnette made a motion to adjourn the meeting at 9:15 PM. The motion was seconded by Commissioner Van Istendal and passed unanimously with two absent.

Theresa Stein, Chairman

Diana Hays, Town Clerk

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**MINUTES
PLANNING COMMISSION WORK SESSION
NOVEMBER 3, 2016
TOWN HALL HERITAGE ROOM**

The work session of the Planning Commission convened at 9:21 PM in the Heritage Room:

PRESENT: Theresa Stein, Chairman
Chip Paciulli, Vice Chairman/Planning Commissioner
Tip Stinnette, Planning Commissioner
EJ Van Istendal, Planning Commissioner
Kelli Grim, Planning Commissioner/Council Liaison

ABSENT: David Estey, Planning Commissioner
Britt Adkins, Planning Commissioner

STAFF: Daniel Galindo, Senior Planner
Tucker Keller, Planning and Zoning Technician

CALL TO ORDER:

The work session of the Planning Commission was called to order by Chairman Stein at 9:22 PM.

CHAIRMAN'S COMMENTS:

None

DISCUSSION OF ROUND 4 PUBLIC INPUT:

Dan Galindo summarized the results from the fourth round of public engagement.

Commissioner Grim asked if there will be online response opportunities available after the November 5 workshops. Daniel Galindo confirmed that the questions will be online.

DISCUSSION OF UPCOMING COMPREHENSIVE PLAN WORKSHOPS:

Daniel Galindo summarized the set up to include five table-based discussions by topic.

Chairman Stein asked what the roles of the Planning Commissioners would be. Daniel Galindo stated that each table would have a list of questions and their roles would be to encourage interaction and conversations about the questions.

Discussion took place about the types of questions that would be proposed and this workshop being the final round for the public so that the writing of the plan can begin.

Commissioner Stinnette stated he feels it would be helpful to the Planning Commissioners to see the questions and have the opportunity to provide feedback. Commissioner Stinnette added that when tables are assigned to think about the agendas of the attendees.

Commissioner Grim talked about the assignment of tables and the ability to be able to rotate to provide input on each topic. Daniel Galindo stated that the design is to rotate tables one time. Commissioner Grim spoke further about the ability for residents to be able to go to each table. Commissioner Stinnette added that this is the last opportunity to inform the community about the financial implications of the comprehensive plan and added that at the last workshop there was interest in the financial realities and feels that should be addressed. Commissioner Stinnette stated he feels this is a good opportunity to include the Town Council's Strategic Vision as a handout and the challenges of the utility and water debt. Commissioner Grim agreed that the vision statement should be distributed. Commissioner Stinnette talked about additional handouts that could be useful during the workshops and requested that Daniel Galindo have the items available at the workshops.

ADJOURNMENT:

With no further business, Commissioner Stinnette made a motion to adjourn the meeting at 9:47 PM. The motion was seconded by Commissioner Van Istandal and passed unanimously with two absent.

Theresa Stein, Chairman

Diana Hays, Town Clerk